

SERMC Safety SOP 35

From: SERMC Safety Department

Subj: SERMC Energy Control Program Afloat

Ref: (a) Joint Fleet Maintenance Manual (JFMM) VOL IV Ch.10
(b) S0400-AD-URM-010/TUM, Tag-out User's Manual (TUM)
(c) COMDTINST 9077.1 series, Coast Guard Equipment Tag-out Procedure
(d) The current version of Military Sealift Command (MSC) Government Operations Safety Management System, 2.1-004-ALL Revision 2.1 can be located at
(e) 29 CFR 1915.89, Control of Hazardous Energy (lockout/Tags Plus)

Encl: None

1. Purpose. To establish afloat energy control procedures for SERMC personnel in accordance with references (a) through (e).

2. Cancellation. Reserved for future reference.

3. Applicability. This instruction applies to SERMC personnel who perform work (i.e., tests, inspections, alterations, and installations) onboard US Navy, Coast Guard, and Military Sealift Command (MSC) Vessels.

4. Responsibilities

a. Commanding Officer (CO) will ensure compliance with the listed references and procedures of this SOP.

b. Supervisors will:

(1) Ensure personnel receive required training and comply with this SOP and references.

(2) Ensure compliance with energy control procedures outlined in this SOP and references.

(3) Designate in writing through the department head who is qualified as a Repair Activity Representative (RAR).

(4) Conduct an annual review with assigned personnel on this SOP and document it in ESAMS (ESAMS OJT #2190).

c. SERMC Safety Department will:

(1) Review this SOP on an annual basis.

(2) Review training material for accuracy and adequacy.

(3) Conduct periodic audits of Work Authorization Form (WAF) and Tag-outs.

d. SERMC Personnel will:

(1) Comply with the energy control requirements as described in references (a) through (e) associated with the vessel they will be conducting work onboard.

(2) Complete required training given by their supervisor.

(3) Complete ESAMS course #2190, Tag-out Users Manual (TUMS) Training Afloat, achieving a minimum score of 80 on the final test.

5. Definitions

a. Watch/Duty Officer- The Ship's Force person responsible for supervising the tag-out log.

b. Work Center Representative- The Work Center Representative is normally the POIC of a specific work item or the WCS of the work center performing the work item. Where a work center representative signature is required by this manual, the signature also may be made by the Authorizing Officer or a superior in the performing WCS's chain of command who has personal knowledge that the work item is complete.

c. Repair Activity- A RA is an activity other than Ship's Force involved in the construction, testing, repair, overhaul, refueling or maintenance of the ship.

d. Repair Activity Representative- A qualified individual authorized to concur in the accuracy and adequacy of proposed tag-outs.

6. Policy

a. All personnel who perform work onboard US Navy, Coast Guard, MSC vessels will be indoctrinated in the basic purpose, use, and restrictions associated with references (a) through (e).

(1) SERMC Personnel will be indoctrinated by completing Tag-Out User's Manual (TUMS) Awareness Training (SERMC), ESAMS course # 9069.

b. Personnel who are required to review tag-outs, check posted tags, or sign as the RAR will be qualified IAW reference (b), (c) and (d).

(1) The term "qualified" means that the personnel assigned to perform a tag-out function is knowledgeable on the requirements of reference (b), (c), and (d) and are knowledgeable on the involved system/equipment.

(2) SERMC personnel are qualified IAW reference (b) by successful completion of ESAMS Course 2190, Tag-Out User's Manual Training Afloat. A minimum grade of 80% is required. This training will be conducted every two years to maintain qualification.

(3) Department heads can add additional training or requirements before designating personnel as a qualified RAR.

c. Personnel indoctrination and training will include, as a minimum, the following limitations of danger tags:

(1) Tags are essentially warning devices affixed to energy isolating devices and do not provide the physical restraint on those devices that are provided by a lock. Adherence to the requirements of the TUM is essential to ensure and maintain necessary energy isolation.

(2) Tags are not to be removed without authorization and are not to be bypassed, ignored, or otherwise defeated.

(3) Tags must be legible and understandable by all personnel.

(4) Tags and their means of attachment must be made of materials which will withstand the environmental conditions encountered in the workplace.

(5) Tags may evoke a false sense of security, and their limitations as a means to control hazardous energy must be understood.

(6) Tags must be securely attached.

7. Procedures

a. Prior to working on equipment onboard Navy vessels that requires a tag-out, IAW reference (b), a Work Authorization Form (WAF) will be completed and submitted to the designated WAF Coordinator (WAFCOR) IAW reference (a).

b. The WAFCOR could be either a S/F representative or a representative from the Lead Maintenance Activity (LMA) if NAVSEA Standard Item 009-106 is invoked in the contract. SERMC personnel will verify with the SERMC Maintenance Team if NAVSEA SI 009-106 is invoked and identify who the WAFCOR is for the availability.

c. The WAF will be reviewed by the WAFCOR for accuracy, adequacy and conflicts with other submitted WAFs, signed and submitted to S/F for authorization.

d. Tag-outs will be prepared by S/F representative either by the use of Tag-out Record Sheets (TORS) or the use of a computer based system called Shift Operations Management System (ESOMS).

e. The accuracy and adequacy of the tag-out will be verified by S/F and a qualified SERMC RAR. At a minimum, system diagrams or circuit schematics will be used by preparers and reviewers to determine the accuracy and adequacy of all tag-out actions.

f. If any discrepancy and/or conflict (e.g., missing signatures, wrong component) is noted with a posted tag, the Authorizing Officer and the RAR (if applicable) shall be notified immediately.

g. Missing or damaged tags, or tags found adrift shall immediately be reported to the Authorizing Officer (and RAR, if applicable) so that prompt corrective action can be taken IAW reference (b).

h. Signatures on locks/tags and on the TORS or Line Item Record Sheet (LIRS) will be conducted IAW reference (b).

i. Once work is complete and the tag-out of equipment is no longer required, tag-outs will be cleared IAW reference (b).

j. Once work is complete, WAF will be closed IAW reference (a).

8. For SERMC personnel working on Coast Guard vessels comply with reference (c) and MSC vessels comply with references (d).

9. Accessibility of this Energy Control (Afloat) Program

a. This ECP is available in the SERMC Safety Department and on the SERMC Environmental, Safety and Health SharePoint page.

b. The following personnel can be contacted for further information about SERMC's Energy Control (Afloat) Program SOP.

(1) Bob Norman, SERMC Safety (904)270-6404

(2) Henry Davis SERMC Safety (904)270-6116

(3) Chad Mcnaughton, SERMC Safety (904)270-6074

10. Forms

a. The current version of the TUM and JFMM can be located at <https://www.navsea.navy.mil/Home/SUBMEPP/Products/JFMM/>

b. WAF form(Appendix A) can be located at <https://www.navsea.navy.mil/Home/SUBMEPP/Products/JFMM/>

c. The current version of COMDTINST 9077.1D, Coast Guard Equipment Tag-Out Procedure can be located at https://media.defense.gov/2018/Nov/13/2002062169/-1/-1/0/CI_9077_1D.PDF

d. The current version of Military Sealift Command (MSC) Government Operations Safety Management System, 2.1-004-ALL Revision 2.1 can be located at

<https://navsea.navy.deps.mil/sites/sermc/106/References/MS%20Lockout-Tagout.pdf>.

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